

## MEMORANDUM

To: Faculty, Staff, Graduate Students & Postdoctoral Fellows, University of Toronto Scarborough  
From: Professor Mary T. Silcox, Vice-Dean Graduate & Postdoctoral Studies *M.T.S.*  
Date: 1 October 2021  
Re: Infant Feeding Room, U of T Scarborough  
Note: For broad distribution

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We are happy to announce that the U of T Scarborough Infant Feeding room (SW 524) is now available for use by Faculty, Staff, Graduate Students and Postdocs. This newly renovated space includes a comfortable armchair, as well as a microwave, fridge, and sink to facilitate all kinds of infant feeding activities. Caregivers of all genders are welcome to use the space.

To ensure privacy, access to the space requires both a booking made in advance, and the use of a fob to unlock the door. Therefore, caregivers interested in using the space should take the following two steps:

1. Request fob access from their business officer/department administrator. Graduate students and postdocs with inquiries can contact Gisela Bento, Campus Graduate & Postdoctoral Coordinator [gisela.bento@utoronto.ca](mailto:gisela.bento@utoronto.ca) who will help to facilitate the process.
2. Make a booking for a specific date and time on the intranet - <https://intranet.utsc.utoronto.ca/> . Once logged in, there is an item on the left side of the home screen under **Quick links** for the Infant Feeding Room. That will take you to a calendar to allow booking. No personal information will be visible once the booking is made.

Questions about gaining access to the space should be directed to Cindy Insley, Conference Coordinator [cindy.insley@utoronto.ca](mailto:cindy.insley@utoronto.ca). More general questions or comments can be directed to me at [vdgraduate.utsc@utoronto.ca](mailto:vdgraduate.utsc@utoronto.ca).

I would like to thank all the members of the campus community who were involved in the development of this new facility. We hope that it will serve to make the University of Toronto Scarborough campus a more welcoming place.